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ABSTRACT

This report outlines the 1992-93 objectives for the Early Childhood Development Unit (ECDU), an organization that promotes high quality early childhood education, and parent and family involvement in education, in New Zealand. The report includes: (1) a statement of purpose; (2) guiding principles; (3) a statement concerning the responsibilities of an employer in the ECDU; (4) a description of activity areas; (5) financial information; (6) an operating statement; (7) a statement of financial position; (8) a cash flow statement; and (9) a chart showing fixed assets. A diagram of the organization's framework and a list of ECDU addresses are included. (MM)

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Nga Kaitaunaki Kohungahunga

Early Childhood Development Unit

KAUPAPA KAIMAHI
CORPORATE PLAN

1 JULY 1992 TO 30 JUNE 1993

Te rito o te harakeke
Hei here te matauranga

The shoot of the flax
Ties together the knowledge

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Kaupapa Kaimahi Corporate Plan
Early Childhood Development Unit Nga Kaitaunaki Kohungahunga
P O Box 9951 Te Aro, Wellington
ISSN 1170-3431
DECEMBER 1992

Photograph of Danny Baker of Whangarei, used with permission from Danny and his mother Moana.

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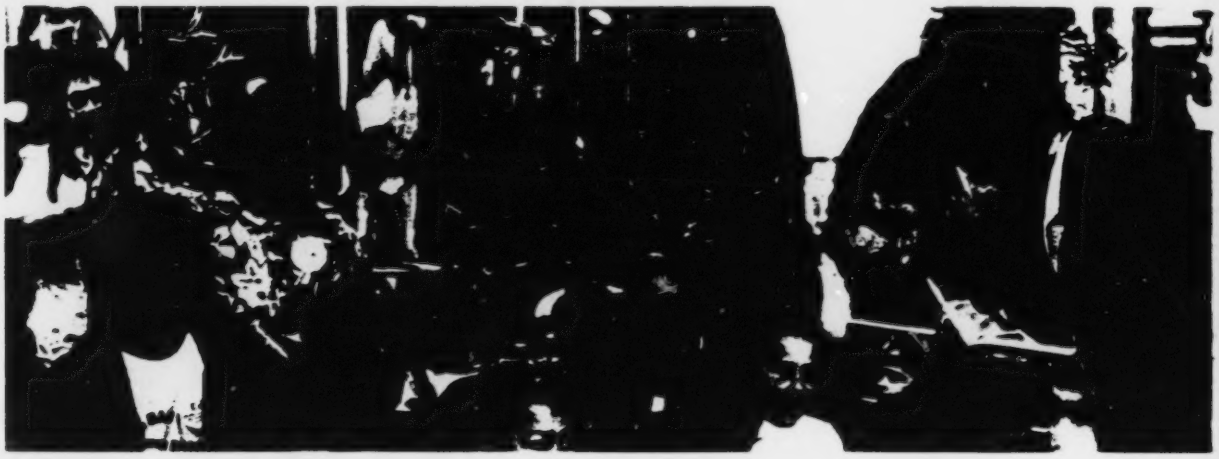
HE KUPU NA TE MINITA
FOREWORD BY ASSOCIATE MINISTER OF EDUCATION



Office of
THE MINISTER OF EDUCATION
Wellington, New Zealand

Greetings
Tena koutou katoa
Kia orana
Talofa lava
Ni sa bula vinaka
Faka 'olofa lahi atu
Talofa ni
Malo e lelei

It is with pleasure that I acknowledge the work the Early Childhood Development Unit has done and its commitment to its work in the next twelve months.

The Unit has stated its intention to serve the early childhood education community in positive ways for parents, children and early childhood staff.

The Unit encourages individual initiative, responsibility and innovation so that the best possible advice and information can be provided. The community can expect from the Unit services which are as efficient as possible, consultative, informed, and flexible to meet community needs.

I support the Unit in its continuing role of promoting the early years, parenting and early childhood education. The Unit's work provides a vital foundation for the future generations of New Zealand.

Hon John Luxton

Associate Minister of Education

HE KUPU NA TE HEAMANA
CHAIRPERSON'S STATEMENT

Tena koutou katoa, Greetings

I am pleased to present this, the fourth Corporate Plan of the Early Childhood Development Unit, which clearly sets out the Unit's objectives for the next twelve months.

Nga Kaitaunaki Kohunghunga will be directing more of its resources in the coming year to the critical area of the promotion of parenting and increasing contact with parents through Parent Support Projects. At the same time it will continue to build on its valuable work in increasing access to early childhood education across all cultures.

The introduction of contestibility to the Advisory Support and Professional Development component of our work has brought a series of challenges to the Unit.

Contestibility brings opportunities and threats to the contracting process. Unit staff have worked through the many implications of this in a mature and responsive manner, keeping at all times the needs of our client group at the forefront of the market driven world in which we operate.

On behalf of the Board of the Early Childhood Development Unit I extend greetings to all those who will be working with us in the coming year to ensure that early childhood services best meet the needs of children, parents and their families.

Pat Seymour

Pat Seymour
Chairperson

HE KUPU NA TE TUMUAKI MATUA
GENERAL MANAGER'S STATEMENT

Kia hora te marino
Kia whakapapa pounamu to moana
Kia tere t: karohirohi

May the calm be widespread
May the sea glisten like greenstone
May the shimmer of summer
Dance across your pathway

The Early Childhood Development Unit's role is the promotion of quality early childhood education for children, parents, families and society.

Part of the Unit's community development work is parent support and the promotion of the value of parenting and we hope to work more closely with all early childhood services in the area of parent support this year.

Parenting and parenting skills are important for parents, children and society. I have found that they also embody much of what is designated as sound management practice.

Parenting is a process which provides parents with the exciting opportunity to grow and develop with their children and to have their ways of thinking challenged and changed.

By developing an understanding of how children think and learn parents can increase their own knowledge of themselves.

Commitment, integrity and partnership are key components of quality parenting and also of quality organisations. We look forward to the coming year's work with the Unit operating in ways that indicate our commitment, integrity and partnership.

Pam Kennedy

Pam Kennedy
General Manager

- To promote and encourage the development and provision of high quality, accessible and culturally appropriate educational and developmental facilities and services for the benefit or families and young children.
- To promote early childhood education which respects the dignity, rights, abilities, individuality, cultural values and learning styles of all children and their families.
- To promote and facilitate opportunities for an increasing number of families to be involved in early childhood services (through initiatives such as Parent Support Projects, promotion of parenting skills and publication of relevant material).
- To support and advise established and establishing early childhood services.
- To make payments on behalf of the Crown including grants to unlicensed playgroups and Pacific Island Language Groups.
- To establish, maintain and operate reliable, comprehensive information services and databases on early childhood services.
- To increase parent support and community development work so that more parents will have opportunities to learn about their children's development and gain greater confience in their role as first and prime educators for their chidlren.
- To provide Early Childhood Development Unit field offices which focus on becoming information centres for parents, people involved in parent support and for early childhood services and organisations.

NGA ARATOHU
GUIDING PRINCIPLES

The Early Childhood Development Unit is committed to providing high quality services which:

- Are accessible to all users, responsive to client needs and enable all users to realise their full potential as individuals and as members of society.
- Adapt quickly and effectively to new needs and opportunities and the development of knowledge, understanding and skills needed by New Zealanders to compete successfully in the modern, ever changing world.
- Actively promote equal education opportunities and practices for all New Zealanders, by identifying and removing barriers to achievement.
- Encourage users and staff to develop their own ideas, skills and understandings and to make the best use of their resources.
- Are consistent with Maori aspirations and processes and increase participation and success by Maori.
- Respect the diverse ethnic and cultural heritage of New Zealand people, with acknowledgement of the unique place of Maori, New Zealand's role in the Pacific and as member of the international community of nations.
- Develop and maintain on-going consultative processes with relevant organisations, institutions, user and community groups.
- Develop and maintain an effective working relationship with all education Crown agencies and relevant organisations.
- Comply with the State Sector Act 1988 in operating a personnel policy with the principles of being a 'good employer'.

HE KUPU NA TE TUMUAKI MAHI
EMPLOYER STATEMENT

As an employer the Early Childhood Development Unit will:

- Ensure employees are aware of the Unit's responsibilities and what is expected of them.
- Ensure that staff have access to ongoing opportunities for training and development.
- Be committed to a work environment that encourages the participation and development of both women and men of all cultures.
- Develop and maintain a creative, challenging and rewarding work environment.

To achieve its desired outcomes the Government has contracted the Early Childhood Development Unit to produce the following outputs:

- Increasing Access to Early Childhood Education
- Information Search and Delivery Services
- Advice and Support for Unlicensed Playgroups and Pacific Island Language Groups
- Payments and Grants
- Advisory Support/Inservice Training (through a contract with the Ministry of Education)

Output 1 Increasing Access to Early Childhood Education

The focus is families with young children not involved with any early childhood service and not receiving any early childhood funding.

	Sub Outputs	*Performance Measures*
1.1	Parent Support Projects.	Operate a minimum of 60 Parent Support Projects (with at least one project in each district) reaching at least 1800 families nationally by 30 June 1993. Complete a national evaluation of Parent Support Projects by 30 June 1993.
1.2	Establishing Services.	During the 12 months, advise and support a minimum of 150 individuals, families, groups or employers, who wish to establish home or centre based early childhood services (such as childcare centres), with a minimum of 50 of those worked with reaching licensing standards by 30 June 1993. A minimum of 600 information booklets on establishing an early childhood service and establishing a Pacific Island Language Group or Playgroup distributed nationally with written requests responded to within 5 days. Surveyed satisfaction level of 98%.

Output 2 Information Search & Delivery Services

This output incorporates storage and retrieval of material for search and delivery services to individuals, groups and agencies and the preparation and dissemination of information (including New Zealand and international research) that promotes the vital role of parents in the development of their children and the value of quality early childhood experiences and early childhood education.

	Sub Outputs	***Performance Measures***
2.1	Operate a reliable and comprehensive database of early childhood education services in Aotearoa available in each office by town, suburb and district.	Weekly updates, 95% accuracy (according to information received in field offices). Lists available within two working days of written requests.
2.2	Operate a reliable, comprehensive early childhood information service.	Provide appropriate, relevant responses within four working days to enquiries from individuals, centres, early childhood organisations and other agencies.
2.3	Promotion of parenting and quality early childhood education.	Distribution of 10,000 pamphlets nationally on: - Playing and Learning at Home (set of 18) in Maori, English and 5 Pacific Island languages. - Home the First Learning Place (set of 12) in English with Maori and English titles. - The Unit's organisation and what it can offer group, parents and families. - Outdoor play areas in Maori and 6 Pacific Island languages. Distribution of 5000 Choices in Early Childhood Services booklets for parents. Publication and distribution of 5000 national Panui four times a year. Distribute all information by 30 June 1993 to a surveyed satisfaction level of 96%. National promotion of the parenting role by 30 June 1993, through the Unit's National Office.
2.4	Dissemination of early childhood education research.	Hold 2 national seminars with early childhood organisations to assist dissemination of current early childhood education and parent support research, by 30 June 1993.

Output 3 Advice and Support for Unlicensed Playgroups and Pacific Island Language Groups

Provision of information and workshops to Pacific Island Language Groups, Funded and Unfunded Playgroups.

	Sub Outputs	*Performance Measures*
3.1	Pacific Island Language Groups.	Work nationally with a minimum of 180 Pacific Island Language Groups, at least three times each year.
3.2	Playgroups.	Work nationally with a minimum of: - 250 funded playgroups, at least three times in the year. - 200 unfunded playgroups, at least twice in the year.
3.3	Loan of equipment.	Loan of equipment and resource kits to a minimum of 650 groups nationally by 30 June 1993. Use of a loan system that covers loans, retrieval and maintenance control. Surveyed satisfaction level of 98% measuring quality and usefulness of loan equipment.

Output 4 Payments and Grants

Administration, allocation and disbursement of funding to internal management standards.

	Sub Outputs	*Performance Measures*
4.1	Pacific Island Language Group grants.	Grants made to a minimum of 150 groups nationally. Grant payments made three times per year. Payments made within three weeks of application closing dates with 98% accuracy.
4.2	Playgroup grants.	Grants made to a minimum of 280 groups nationally. Grant payments made three times per year within three weeks of application closing dates with 98% accuracy.
4.3	Unlicensed Playcentres.	Funding unlicensed playcentres supported by Playcentre Associations. Payments made within 3 weeks of application closing dates with 98% accuracy.
4.4	Workshop, seminar and inservice claims for staff and management.	All claims up to the allocated budget processed with 90% paid within two weeks of being received in National Office, with 98% accuracy.
4.5	Parent Support Projects workers payroll.	Approximately 12 people employed on a short term basis for Parent Support Project work and paid fortnightly with 98% accuracy.

ADVISORY SUPPORT AND PROFESSIONAL DEVELOPMENT

A one year contract for the 1992/93 year has been signed with the Ministry of Education to provide Advisory Support and Professional Development to early childhood centres, groups and associations.

The Early Childhood Development Unit has agreed under this contract to deliver advisory support and professional development through consulted agreements and/or seminars to at least 620 early childhood groups nationally, with more than half of these being childcare centres.

At least 575 childcare centres, kindergartens and playcentres and their associations, home-based schemes and other early childhood groups and associations will work with ECDU within consulted agreements. At least 120 seminars, arising out of identified needs, will be run with groups from across early childhood services.

In carrying out this work an action research model will be used, with ECDU coordinators acting as consultants to assist centres and groups to identify their needs, develop an action plan, implement the plan, monitor and evaluate the outcomes and plan for further action. An average of fifteen hours will be spent with centres and groups who choose to work with ECDU where consulted agreements are developed and implemented.

ADVICE TO MINISTERS AND MINISTRY

Provision of advice and feedback on the effect of early childhood policies to the Ministers and Ministry of Education, through quarterly national reports to the Minister and prompt and accurate advice and responses to information requests, Ministerials and Parliamentary Questions.

ANAU AKO PASIFIKA PROJECT

The Unit is continuing to sponsor the Anau Ako Pasifika Project with the Bernard van Leer Foundation, including payroll services for eight project staff.

MARGARET MAY BLACKWELL FELLOWSHIP TRUST

The Unit has responsibility for the administration of the Margaret May Blackwell travel/study fellowship for early childhood personnel. The Ministry of Education was formerly responsible for the fellowship.

HE WHAKAMOHIOTANGA PUTEA
FINANCIAL INFORMATION

INTRODUCTION

The financial statements provided only show operating activities and not information on grant funds held in trust. Grant funding for the 1992/93 year is:

	$000
Pacific Island Language Groups	1,200
Playgroups	1,100
Inservice Training	573
	2,873

The expected operational revenue receivable from the Ministry of Education, for the 1992/93 year, is allocated to the following outputs:

Output	$000
Increasing Access to Early Childhood Education	1,038
Information Systems	1,119
Advice and Support to Playgroups and Pacific Island Language Groups	1,139
Payments & Grants	270
	3,566

TE PURONGO WHAKAHAERE
OPERATING STATEMENT

	Actual 1991/92 $000	Projected 1992/93 $000
Revenue		
Crown	6,293	3,717
Other	430	1,798
Total Revenue	6,723	5,515
Expenses		
Personnel	4,884	3,583
Operating	2,170	2,593
Provisions	255	284
Total Expenses	7,309	6,460
Net Surplus/(Deficit)	(586)	(945)
Restructuring Costs	(1,182)	—
Net Income/(Loss)	(1,768)	(945)

TE PURONGO MO TE AHUA O TE PUTEA
STATEMENT OF FINANCIAL POSITION

	Actual 1991/92 $000	Projected 1992/93 $000
Assets		
Liquid Assets	3,139	570
Debtors and Receivables	38	38
Fixed Assets	1,191	1,202
Total Assets	4,368	1,810
Liabilities		
Creditors and Payables	1,413	696
Other	897	—
Total Liabilities	2,310	696
Taxpayers' Funds	2,058	1,114

TE PURONGO WHIWHINGA, WHAKAPAUNGA
CASH FLOW STATEMENT

	Actual 1991/92 $000	Projected 1992/93 $000
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash provided from:		
Supply of outputs to Crown	6,362	3,717
Interest	253	165
Other	176	1,633
Cash dispersed to:		
Payments to Employees	(4,400)	(3,581)
Other Operating Costs	(2,698)	(3,231)
Net GST paid	(79)	(80)
Restructuring Funds Paid	(287)	(897)
Net Cash Flows from Operating Activities	(673)	(2,274)
CASH FLOWS FROM INVESTING ACTIVITIES		
Cash provided from:		
Sale of Fixed Assets	22	—
Cash dispersed to:		
Purchase of Fixed Assets	(244)	(295)
Net Cash Flows from Investing Activities	(222)	(295)
CASH FLOWS FROM FINANCING ACTIVITIES		
Cash provided from:		
Transitional Funds received	1,182	—
Cash dispersed to:		
Surplus repaid to Ministry	(438)	—
Net Cash Flows from Financing Activities	744	—
Net Increase/(Decrease) in Cash Held	(151)	(2,569)
Cash at 1 July	3,290	3,139
Cash at 30 June	3, 139	570

NGA HUA PUMAU
FIXED ASSETS

Reconciliation of Opening and Closing balances

	Book Value 30 June 1992 $000	Purchase $000	Depreciation $000	Book Value 30 June 1993 $000
Motor Vehicles	283	155	80	358
Office	316	30	67	279
Computers	586	100	134	552
Improvements	6	10	3	13
	1,191	295	284	1,202

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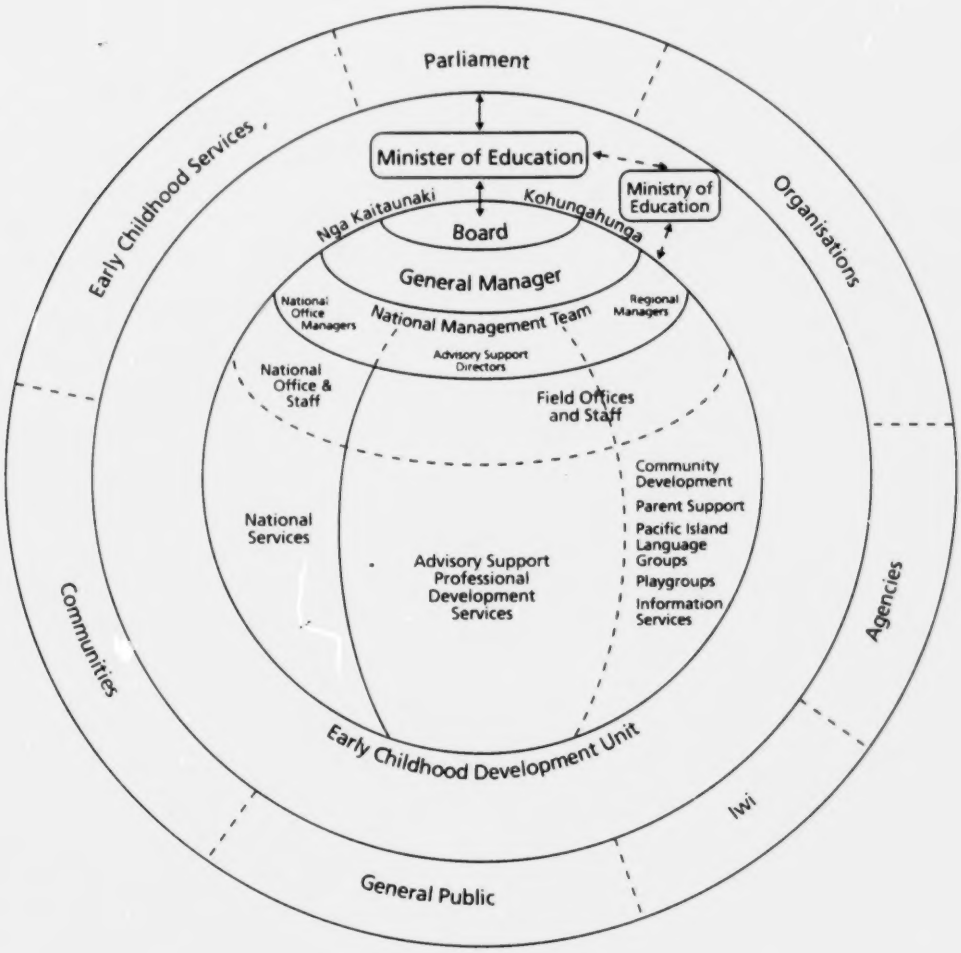
HE MAHERE WHAKAHAERE
FRAMEWORK OF THE UNIT



NGA WAHI NOHO O NGA TARI O NGA KAITAUNAKI KOHUNGHUNGA
EARLY CHILDHOOD DEVELOPMENT UNIT ADDRESSES

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